PROGRAM COORDINATOR

Background experience with the printing industry is beneficial but not essential.
Knowledge of Microsoft Word or Mac Appleworks and email is required.

PLANNING

1. Read the play,
2. Consult with the administrative producer for input and direction.
3. Review the past shows program for layout and content.
4. The executive in advance of the plays completes the inside and outside cover, Artistic Committee Message and advertising spots.
5. See attached template for program insert options – 4 or 8 pages black and white.

WORKING

1. Attend the production meetings to receive the cast and production team list with names, phone numbers and email address for program listing.
2. Request a copy of the production schedule from the technical producer to know rehearsal dates and time for director and cast proof reading.
3. Review your planned layout (mock up) with the director and administrator producer:
   ➢ play permission copywriter information under title or on cover
   ➢ the number of names with photos to be inserted into the program
   ➢ the production/administration team names to be inserted
   ➢ the acknowledgement names to be listed
   ➢ placement of special announcements/fundraising and/or miscellaneous message(s).
4. Introduce yourself to Melanie (Senior Account Manager) at Wayside Printers and the graphic designer. Together with the graphic designer prepare the program schedule. Advise that the program must be picked up and delivered to the theatre before preview night (date). Work backward from that preview date.
5. Email the president (president's message), director, cast, technical producer and administrative producer for their biographies (limit bio's to two or three sentences) giving a deadline date. Ask everyone to include his or her full name, first and last for accuracy.
6. Email the director and ask for his or her "director's notes" and play setting in addition to their biography.
7. Call any of the above that do not have email and receive their bios over the phone.
8. Set your computer document page margins with accordance to the program layout and enter (cut and paste) all the information as it arrives. Number the pages for order flow.
9. According to the schedule, email the graphic designer the first rough layout for typesetting "first" proof. Note: the copy lines will be set exactly as keyed. Be sure to spell and grammar check before submission.
10. Rule of thumb – pick up proofs on or before Fridays for Sunday Production meetings and return with changes on Monday for next Friday pick up again.

11. Contact the photographer to determine the date to submit photos directly to the graphic artist at the printing house. Photos should be in for the second proof.
12. Proofs will be emailed and a hard copy can be picked up on or before Friday for review at the Sunday production meeting. First proof reading begins with the president, director, technical producer, and administrative producer.
13. Return edited first proof on Monday and discuss changes with graphic artist.
14. Review second proof with photo's at the next production meeting. **<u>Ask someone outside the play team to proof read every page for errors.</u>**
15. Arrange to meet the cast a half hour before a rehearsal to proof their name and bios. Option: They can initial approval or approval with changes.
16. Third and final proof can be checked and approved by the producers, director and others who asked to review again. Sign off and return to graphic designer for printing and assembling 1,660 programs.
17. Pick up programs and spot check for printing errors ie: blur printing, pages missing, blank pages, etc. Arrange to deliver boxed programs and store in foyer seat boxes and behind the coat check counter. Inform house manager programs are there.

Optional: Print program on recycle paper & environmentally friendly ink.
               (Noted in the program)

               Recycle programs – have a person at each exit after a show, holding a basket and ask the audience to drop their programs into the basket for reuse. Program printing can be cut in half if successful.

               Send a Thank You card to graphic designer for job well done.

<u>STRIKE</u>

1. Please attend strike
2. Give any bills/recipes to the administrative producer.
3. Return the play and job description to the administrative producer.